



PROFESSIONAL EMPLOYEE CHECKLIST

1. Describe in detail the employee's job duties.
2. Is the work predominately intellectual in nature, or are the duties performed routine, manual and/or mechanical? Explain and give examples.
3. Does the work involve the consistent exercise of discretion and independent judgment in its performance? Is this judgment consistently exercised, or is it sporadic?
4. Are the employee's duties of a type which cannot be performed by employees in other classifications?
5. Is the work of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time? Explain.
6. What education, training, experience and/or special knowledge is required? Is a specific state license required? Is a post-graduate degree required? Explain.
7. Is membership in a specific professional organization required?
8. Are other employees subject to the employee's professional direction?
9. Does the degree of supervision received differ from that of other employees?
10. Is the employee at issue working under close supervision of acknowledged professional employees in preparation for becoming a professional employee?

THIS CHECKLIST SHOULD BE USED IN CONJUNCTION WITH THE COMMUNITY OF INTEREST CHECKLIST (PERB-862).